

ANNOUNCEMENT NUMBER: 08-06

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

OPEN TO: All Interested Candidates

POSITION: RSO Secretary

OPENING DATE: April 23, 2008

CLOSING DATE: May 16, 2008

WORK HOURS: Part time; 32 hours workweek

SALARY: Not-Ordinarily Resident: Position Grade: FP-7
Ordinarily Resident: Position Grade: FSN-6

The US Embassy in The Hague is seeking an individual for the position of Regional Security Officer's Secretary.

BASIC FUNCTION OF POSITION

Serves as secretary to the Regional Security Officer. Duties include managing the RSO calendar and scheduling visits, appointments, and briefings; maintaining the Embassy ID badge system; overseeing timekeeping for the office, to include the FSN investigators; coordinating interagency background investigations; maintaining RSO files; maintaining accurate telephone contact lists, emergency contact lists, and warden information; drafting security notices; drafting routing cable traffic, to include country clearance responses; coordinating office preparation for Congressional Delegations and other official visits. The RSO secretary also assists in special projects, as directed by RSO.

QUALIFICATIONS REQUIRED

NOTE: ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. THE U.S. EMBASSY WILL ONLY RESPOND TO THOSE APPLICANTS WHO MEET THE REQUIRED QUALIFICATIONS.

EDUCATION: High School diploma required. Further education in Management and administration is required.

EXPERIENCE: At least three years of progressively responsible secretarial/administrative experience required.

LANGUAGE: Level IV (Fluency) Speaking/Reading English is required.

KNOWLEDGE AND ABILITIES: Ability to organize and prioritize work assignments from the RSO. Ability to learn the Department's security procedures. Proficiency in Microsoft Office Suite required. Ability to work in a high stress, high volume productivity environment is required.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. **Prospective employee must be eligible for a Top Secret clearance.**

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT WRITTEN APPLICATIONS TO

American Embassy
Human Resource Office
Lange Voorhout 102
2514 EJ The Hague

SUBMIT ELECTRONIC APPLICATIONS TO

hrothehague@state.gov

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Family Member (FM): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission Authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: MAY 16, 2008

The US Mission in the Netherlands provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is now available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.